

DUTY STATEMENT

Classification: Energy Commission Specialist I (EFF)	Position No. 410-4935-001
CBID: R10	Office: Appliances and Existing Buildings
Date Prepared: November 7, 2014	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist I (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Appliances and Existing Buildings Office of the Efficiency Division. The incumbent will independently perform more complex, sensitive and responsible energy-related work which requires, on a regular basis, a high level of knowledge, skill and ability which is demonstrably above the journey level. The incumbent will serve as a technical expert responsible for the management of the implementation of the Existing Building Unit's Action Plan. The incumbent will exercise lead responsibilities as Project Manager for various technical topic areas related to achieving greater energy savings in the state's existing residential and nonresidential building stock. Topic areas include, but may not be limited to, building benchmarking, energy ratings and assessments, energy efficiency improvements, public and private sector energy efficiency financing options, public outreach and education efforts, and workforce training in building energy efficiency industry. The incumbent will perform qualitative and quantitative analysis required for implementation of the Action Plan. The incumbent will manage rulemaking proceedings including filing documents with the Office of Administrative Law and the Secretary of State's Office, and preparation and distribution of documents related to the proceeding. The Office is responsible for the development, adoption, update and implementation of the Existing Building (AB 758) Program.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 30% Serve as a team lead to conduct research and analysis and provide technical leadership, direction and coordination efforts to lead the Existing Building Unit projects. As technical expert and project manager, responsibilities include preparation of the project concept, plan and milestones which includes the coordination and implementation of technical topic areas identified in the Existing Buildings Unit Action Plan, setting the agenda for the workshops and hearings, posting notice information on the Energy Commission's website and timely distribution of notices to the public. The incumbent will be responsible for presenting project status information to the Efficiency Policy Committee and incorporating comments or revising schedules as appropriate. Serve as a lead team member in the implementation of AB 758 Action Plan. (E)
- 20% As a technical expert, provide technical leadership, analysis, direction and management of the rulemaking proceeding and completion of filing documents and development of notices, coordination of the document filing with the Office of Administrative Law and Secretary of State's Offices, responding to questions, and receiving final adoption approval for the implementation of the programs in the Existing Building Unit. (E)

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- 15% Manage contracts: Serve as contract manager for funded contracts for the residential, and nonresidential, contracts that will be needed in order to implement the Action Plan. Responsibilities will include preparation of solicitation documents, conducting bidders conferences, proposal evaluation and selection, negotiation of work statements, deliverables, preparation of contracts and request memos, assigning work, monitoring work progress, processing invoices, tracking expenditures and preparation of necessary paperwork. (E)
- 15% Respond to requests for assistance and information from project proponents and others interested in energy policy, programs and technologies. (E)
- 15% Prepare reports on project, program and technology issues and achievements. (E)
- 5% Perform other related duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Specialist I (EFF) </div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Abhilasha Wadhwa Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Supervisor II (EFF) </div>